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**MINIMUM REQUIREMENTS FOR OBTAINING A CERTIFICATE OF COMPETENCY  
FOR MANUFACTURING PRECAST CONCRETE PRODUCTS CHECKLIST #0320**

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- ❑ (1) Completed ***Product Control Application for Certificate of Competency*** along with a check payable to "Miami-Dade County, Building Code Compliance Office" for the applicable amount. The application fee covers a two-year program participation period.
- ❑ (2) Submit a copy of your plant's Quality Control Program. To assure the production of quality precast concrete products, the following items must be included:
  - ❑ (a) Copy of typical design calculations and shop drawings showing framing plans, schedules, notes, embeds, and connection details.
  - ❑ (b) Copy of typical production drawings.
  - ❑ (c) Typical material specifications and certified material test reports, e.g., concrete mix design, steel reinforcing, cast-in-place anchors, embeds, grout.
  - ❑ (d) Copy of plant's Standard Operational Procedures Manual covering all phases of production methods, e.g., formwork, concreting, testing, record keeping, product handling, storage, shipment, etc.
  - ❑ (e) Certification that welders have passed AWS qualification tests (copies of Welder Qualification Test Records must be submitted).
  - ❑ (f) Does your company contract for installation or erection of your product?
  - ❑ (g) If so, provide information on proper handling, shipping, storage, product appearance, safety practices, erection, and bracing at the job site
  - ❑ (h) Describe employee training in quality control and plant safety program.
  - ❑ (i) List of key personnel, including title, education, and experience.
- ❑ (3) Each unit must be identified with the name of the manufacturer. Provide a sample of the identification, and describe where it will be located.
- ❑ (4) Design engineering drawings, production and quality control reports must be kept as part of your records for not less than five (5) years. Provide a statement on company letterhead (signed by an official of the company) that this will be done.
- ❑ (5) Products shall be in strict compliance with the Florida Building Code. Provide a statement on company letterhead (signed by an official of the company) that this will be done.
- ❑ (6) Submit, if applicable, any additional documents issued by other third-party certification entities such as FDOT, AISC, SJI, PCI, or an ISO 9001:2000 certificate relevant to the scope of fabrication.
- ❑ (7) An initial inspection will be performed at the fabricator's facility prior to the issuance of the Certificate unless otherwise approved by our Office.

